

No. 12/10/DPM

Jakarta, March 30, 2010

CIRCULAR LETTER

To

ALL NON-BANK MONEY CHANGERS

IN INDONESIA

Subject : Standard Guidelines on the Implementation of Anti-Money
Laundering and Counter-Terrorism Financing Program for
Non-Bank Money Changer

With regards to the issuance of Bank Indonesia Regulation Number 12/3/PBI/2010 dated March 1, 2010 concerning the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program for Non-Bank Money Changer (State Gazette of the Republic of Indonesia Year 2010 Number 46, Supplement to the State Gazette of the Republic of Indonesia Number 5118), it is necessary to stipulate the Standard Guidelines on the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program for Non-Bank Money Changer as set out in the appendix which constitutes inseparable parts of this Bank Indonesia Circular Letter.

The Standard Guidelines on the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program for Non-Bank Money Changer is the reference to the minimum standards which must be complied by Non-Bank Money Changer in preparing the Standard

Guidelines on the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program.

The regulation in this Circular Letter shall come into effect on March 30, 2010.

For public cognizance, it is ordered that this Circular Letter be promulgated in the Official Gazette of the Republic of Indonesia.

Please be informed accordingly.

BANK INDONESIA,

[Signed]

HENDAR

DIRECTOR OF MONETARY MANAGEMENT

**STANDARD GUIDELINES ON THE
IMPLEMENTATION OF ANTI-MONEY
LAUNDERING AND COUNTER-
TERRORISM FINANCING PROGRAM
FOR NON-BANK MONEY CHANGER**



**Directorate of Monetary Management
2010**

TABLE OF CONTENTS	
Standard Guidelines on the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program For Non-Bank Money Changer	
	<i>Page</i>
TABLE OF CONTENTS	i
FOREWORD	ii
I. INTRODUCTION	1
A. Definitions, Stages, and Methods of Money Laundering	1
B. Terrorism Financing	3
C. Policies on the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program	4
II. MANAGEMENT	7
A. Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program	7
B. Responsibilities of the Board of Directors and Active Supervision of the Board of Commissioners	7
C. Employees Dealing with the Implementation of Anti-Money Laundering and Counter-Terrorism Financing Program	8
III. POLICIES AND PROCEDURES	11

A. Implementation of Customer Due Diligence (CDD)	11
B. Beneficial Owner	14
C. Implementation of Enhanced Due Diligence and High-Risk Customers	15
D. Refusal to Conduct a Transaction	18
E. Information and Document Update	19
F. Document Administration	21
G. Reporting to PPATK	21
IV. INTERNAL CONTROL	26
V. HUMAN RESOURCES AND EMPLOYEE TRAINING	27
A. Human Resources	27
B. Training	27